

Clerk of Works

Grade 8

Our Vision

We gave a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Directorate Purpose and Values

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council's Economy, Infrastructure and Skills directorate (EIS). The vision for EIS is to help Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Service Purpose

This position sits within the Highways Asset Management team. Asset Management underpins all activities on the network ensuring whole life planning is considered at every stage of development. The team is responsible for designing, scheduling and supervising preventative and structural maintenance schemes, monitoring highway condition data and maintaining the Highways Base Specification.

Reporting Relationships

Responsible to: Senior Engineer Asset Management with additional reporting to the Asset Manager as required to deliver specific projects.

Responsible for: None, however support or mentoring of junior staff may be required from time to time.

Key Accountabilities:

1. Inspect, monitor and maintain records of maintenance activities within the highway to ensure compliance with legal, technical and other regulations placed upon the Council as a Highway Authority to ensure that the condition of the highway asset is protected.
2. Carrying out a programme of inspections of live maintenance sites to ensure activities delivered through contractual partners meet the required technical specifications.
3. Maintain communications with Engineers within the team to ensure knowledge of the requirements for each site are known in order to tailor inspections to the needs of each location.
4. Organise individual site supervision / inspection workload to ensure that the required site visits are effectively carried out and completed.
5. Provide technical advice and support to internal and external colleagues of specifications and codes of practice. This includes ensuring contractors are aware of their requirements and informing them where further evidence of quality assurance is required.
6. Identify and prepare evidence/information on defects and non-compliances and oversee the schemes to remedy defects as instructed by the Project Engineer.

7. To collate and present data and feedback relating to defects and non-compliance in order to identify trends and enable the Asset Manager to manage contracts more effectively.
8. Review data from site installation and testing and ensuring it is compliant with technical standards.
9. Liaise with the Staffordshire Highways Laboratory to ensure required materials testing is carried out on all sites in accordance with the Council's Highways Specification.
10. Assist with pre-start site investigations, ensuring the correct work is carried out by subcontractors.
11. Engage with members of the public as required, specifically where workmanship or material is challenged, and agree and instruct remedial actions as required to ensure compliance with the specification via the responsible Project Engineer.
12. Quality assure third party works to ensure compliance with the requirements of the latest health and safety laws, with particular regards to Construction (Design and Management) regulations.
13. To undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post and the operational needs of the department as a whole.
14. It may be necessary on occasion for the post holder to work outside normal office or contractual hours to meet the demands of the service provided.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding




Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> GCSE (grade C or above) in a mathematical subject and English (or equivalent qualification) 	A
	Knowledge and Experience <ul style="list-style-type: none"> Demonstrable experience in overseeing site delivery of highway related projects Understanding of testing and installation requirements for highway assets Knowledge and understanding of design standards, design guidance and statutory requirements associated with highway projects. Experience of working in partnership with internal and external bodies Experience of communications with stakeholders, contractors and third party organisations Experience of participating in multi-disciplinary teams Demonstrable ability to use Microsoft software packages Full driving license required 	A/I
	Skills <ul style="list-style-type: none"> Ability to manage and prioritise workload Attention to detail and effective organisational skills Effective interpersonal skills and able to interact effectively with a variety of people Effective verbal and written communication skills Analytical with the ability to interrogate data and make recommendations Political awareness <p>This post is designated as a casual car user.</p>	A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300